

# SYLLABUS

**Code:** BUSI205

**Title:** Principles of Management

**Institute:** Business & Social Science

**Department:** Business

**Course Description:** The student will develop an insight into the basic concepts, functions and techniques of administrative management. The student will obtain specific knowledge of how to manage the planning, organizing, leading and controlling that is involved in any type of organization. Upon completion of the course, the student will understand the principles of good management.

**Prerequisites:** BUSI 105 (Introduction to Business) or permission of instructor or HOSP 105 Introduction to Hospitality Management for Hospitality Management AS majors only.

**Corequisites:** None

**Prerequisites or Corequisites:**

**Credits:** 3

**Lecture Hours:** 3

**Lab/Studio Hours:** 0

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**REQUIRED TEXTBOOK/MATERIALS:** ACCESS CODE REQUIRED (SEE Web Advisor for textbook specifics)

All sections on-campus and online will use the same textbook.

**ADDITIONAL TIME REQUIREMENTS:**

For information on Brookdale's policy on credit hour requirements and outside class student work refer to the [Academic Credit Hour Policy](#).

**COURSE LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

- Identify and analyze the historical and/or societal issues that have impacted the evolution of the concepts and theories of management.
- Demonstrate an understanding of planning, organizing, leading, decision-making, and controlling.
- Synthesize this information to analyze, identify solutions, and make logical decisions when solving Business case studies.
- Communicate their understanding of the subject matter through written and spoken form.
- Demonstrate effective team/interpersonal skills.

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## GRADING STANDARD:

### Unit Examinations

70% - Examinations, which may consist of multiple-choice, true/false, essay, and short answer (or combination).

### Other Assignments

30% - Will consist of case studies, group projects, online MindTap assignments and additional assignments as designated by your instructor. Case Studies will be designed to develop students' research and analytical skills as students investigate and draw conclusions regarding actual complex management situations as compared with various theoretical models.

See Instructor's Addendum for specifics and deadline dates for tests, assignments, homework, case studies, MindTap online assignments and projects. All missed tests, assignments and projects earn a grade of zero.

Final grades will be computed as follows:

- a. Compute the average of the unit exam grades
- b. Multiply the exam average by 70%
- c. Average of project grades multiplied by 30%
- d. Add the two items and the result is your final average for the course

**IN-CLASS TESTING:** Testing is conducted in class for face-to-face classes. The Business Management Department has a **NO RETEST POLICY**. However a student may make up one missed test if approved by the Instructor. Attendance is required on the dates of testing. A "0" will be recorded for tests missed on a testing day. An approved make-up test, if granted, is generally taken in the Testing Center with written permission from your instructor and may have a ten point reduction at the discretion of the instructor. *Only one late excuse will be permitted per semester.* The test must be taken no later than the time specified by the Instructor.

**ON-LINE SECTIONS:** All exams are taken in the Lincroft testing center or other Brookdale sites. If you are out of the state of New Jersey, you must obtain a proctor that is approved by the manager of the Brookdale Testing Services prior to the first exam date.

Grades will be assigned as follows:

93 - 100%	=	A
90 - 92%	=	A-
87 - 89%	=	B+
83 - 86%	=	B
80 - 82%	=	B-
76 - 79%	=	C+
70 - 75%	=	C
65 - 69%	=	D
64 - below	=	F

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## **Requirements for a Grade of Incomplete:**

1. If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
2. Refer to the incomplete contract for specifics.
3. You must obtain an incomplete application form and submit it to your course instructor for his/her approval on/or before the last class meeting date.

## **COURSE CONTENT:**

### ***Unit 1***

Students will identify selected concepts of management, describe the roles of managers, and examine and compare the major schools of management thought and how to lead teams.

Chapter 1 – The World of Innovative Management  
Chapter 14 - Leading Teams

### ***Unit 2***

Students will identify the concepts and demonstrate applications of the techniques of planning and decision making.

Chapter 5 - Planning and Goal Setting  
Chapter 6 - Managerial Decision Making

### ***Unit 3***

Students will identify the concepts and techniques of organizing, innovation and change and apply them to the solution of management problems.

Chapter 7 - Designing Organization Structure  
Chapter 8 - Managing Change and Innovation

### ***Unit 4***

Students will identify and analyze the principles and techniques of leadership and motivation and will apply the techniques in the solution of management problems.

Chapter 11 - Leadership  
Chapter 12 - Motivating Employees

### ***Unit 5***

Students will examine and demonstrate an understanding of the role of ethics, corporate social responsibility, and control (with emphasis on quality and financial resources in organizations).

Chapter 4 - Managing Ethics and Social Responsibility  
Chapter 15 - Managing Quality and Performance

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## **DEPARTMENT POLICIES:**

### **Attendance and Late Policy for Students:**

In the event a student accumulates more than three (3) absences, a student's final grade will be lowered one grade level.

### **Academic Integrity:**

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation.

### **Brookdale e-mail/Website:**

You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The syllabus is subject to change per the rights of the instructor. These changes will/may be communicated to you via e-mail.

### **Use of wireless phones and notebook/netbook computers**

Cell phones must be turned off or placed in a "silent" mode

Cell phones usage during the lecture including conversations and text messaging is strictly prohibited. If an emergency call or text is received, the student must leave the lecture.

Portable computers may be utilized for notes and academics. Prohibited activities include e- mailing, shopping, instant messaging, web surfing, and social networking.

Remediation may consist of being asked to leave the lecture or surrendering your device to a table or desk where it can't be accessed.

## **COLLEGE POLICIES:**

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit [www.brookdalecc.edu/support](http://www.brookdalecc.edu/support).

For information regarding:

- Brookdale's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#), which is accessible through the Brookdale Community College web site ([www.brookdalecc.edu](http://www.brookdalecc.edu)).

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## **NOTIFICATION FOR STUDENTS WITH DISABILITIES:**

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

## **ADDITIONAL SUPPORT/LABS:**

### Study Aides

- Supplemental Instructional support materials are available on the Canvas Site for this course. See Instructor's Addendum for sign-on information.

### Tutoring

See the Tutoring Center for information <https://www.brookdalecc.edu/academic-tutoring/tutoring-center/>.

## **MENTAL HEALTH:**

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

*The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.*